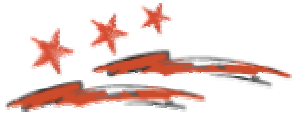


DC CULTURAL FACILITIES PROGRAM

D.C. Commission on the Arts & Humanities



APPLICATION GUIDELINES FOR ORGANIZATIONS FY 2007

Staff Contact:

Lionell Thomas

lionell.thomas@dc.gov

Deadline

Wednesday, September 13, 2006

All applications must be received at the Commission office by this time.

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

Cultural Facilities Program Workshop

Assistance in preparing applications is available at the workshop held on:

▪ **Wednesday, September 6th, 2006, 6:00 – 7:30 pm**

DC Commission on the Arts and Humanities

410 8th Street, NW, Fifth Floor, Washington, D.C.

The Commission strongly encourages that all applicants attend a workshop prior to submitting a proposal.

About the Cultural Facilities Program

The D.C. Commission on the Arts and Humanities seeks to support arts and cultural facilities in the District of Columbia. Organizations are invited to apply for capital funding support in the form of matching grants to help defray costs related to the improvement, expansion and rehabilitation of existing buildings owned or leased by nonprofit cultural institutions. The types of facilities involved may include, but are not limited to museums, galleries, theaters, offices, arts storage/conservation, film exhibition, studios and historic buildings. Examples of funded projects may include roof replacement, HVAC, handicapped accessible bathrooms, theatrical lighting and sound, dance floors, fire safety systems, façade restoration, elevator installation, electrical and advanced networks wiring. This funding is intended to ensure that facilities are safe, comfortable, and efficient, so that arts groups may expand audiences and enhance their art form.

Number of Grants

The total number of grants an applicant may receive in the regular competitive funding categories (Grants-in-Aid, City Arts Projects and Arts Education Projects) is limited to a total of TWO grants for FY2007; however, organizations receiving two awards in FY2007 may also apply for the Cultural Facilities Program.

D.C. Commission on the Arts
and Humanities
410 8th Street, NW, Fifth Floor
Washington, DC 20004
(202) 724-5613
(202) 724-4135 FAX
(202) 724-3148 TDD
<http://dcarts.dc.gov>

Anthony Gittens
Executive Director



Government of the District
of Columbia
Anthony A. Williams, Mayor



Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Eligibility

Organizations must meet the following criteria:

1. Have principal place of business located in the District of Columbia.
2. Be incorporated as an arts or cultural organization, with exhibition, presentation, or training in the arts as its **primary** function, as stated within your articles of incorporation.
3. Have Federal (IRS) and D.C. tax-exempt status for at least one year prior to the application deadline, and should both be currently in good standing.
4. Own or hold lease of facility at the time of application for an unexpired period of at least five years. (For the purpose of meeting this requirement, the period of a renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval). **Applicants must clearly demonstrate control over the project site to be considered.**
5. If the organization rents its facility, the unexpired period of the lease must be equal to or longer than the “useful life” of the project.
6. Must demonstrate evidence of new construction to an existing facility and/or property.
7. Priority will be given to applicants that have not received DC Arts Commission cultural facility funding in FY 2006.
8. Priority will be given to applicants with operating budgets of less than \$1,000,000.

Grant Amounts/Notification

Requests may range from \$20,000 to \$100,000 and must demonstrate dollar for dollar cash match. **In-kind contributions may not be used to satisfy the matching requirement.** Funds may not be used to support general operating expenses, colleges, universities, service organizations and D.C. Public and Charter Schools, embassies, other federal or local government agencies, or for the purchase of land or property.

All applicants will be notified in writing after November 15, 2006. Telephone calls are strongly discouraged. Funding awarded for FY 2007 must be spent between October 1, 2006 and September 30, 2007. A Final Report will be due by October 15, 2007. All former D.C. Arts Commission grantees are required to submit outstanding final reports to be considered for funding. Grant award recipients are also subject to evaluation and/or site visit(s) by the Commission during the grant period.

Evaluation Criteria

The following areas will be used to evaluate the application submissions, artistic work samples and other support materials: Artistic Merit, Project Feasibility, Community Impact and Financial/Managerial Capability.

Further details on the evaluation criteria can be found in the 2007 Guide to Grants Booklet, available on the Commission website.

Funding Priorities

Applicants should carefully evaluate their projects in the context of the following priorities before submitting a request for funding:

1. Projects that demonstrate the readiness to undertake proposed project within the prescribed grant period.
2. Projects that improve, expand, or rehabilitate buildings to provide for handicapped accessibility.
3. Projects that increase and assure public access to the arts.
4. Projects that address known health and safety deficiencies.
5. Projects that reduce organization's operating costs.
6. Project that create or improve access to facilities for working artists.

Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

CFP
2007

**CULTURAL FACILITIES
PROGRAM**

APPLICATION DEADLINE:
Wednesday, September 13, 2006
7:00 p.m.

Application form for **Organizations**

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **PLEASE TYPE.**

THIS IS PAGE ONE OF YOUR APPLICATION PACKET

To complete the following required information, please refer to codes in the Guide to Grants (located on the Commission website at <http://dcarts.dc.gov>):

Applicant Legal Status: _____ Applicant Institution Type: _____ Applicant Discipline: _____

Project Discipline: _____ Type of Activity: _____

Organization's Legal Name: _____

Address #1: _____
(P.O. Box Not Accepted)

DC Tax Exempt # (REQUIRED)	Federal ID # (REQUIRED)
_____	_____

Address #2: _____

Washington, DC Zip Code: _____ Organization Ward # : _____

Organization Contact: _____

Contact
Telephone: _____ Fax: _____ Email: _____

Website/URL _____

Date Founded	Date Incorporated	2005 Income	2005 Expenses
_____	_____	_____	_____

Number of artists participating in 2005 _____

Number of individuals benefiting (inc. audience) _____

How were the figures of audience served determined? _____

Amount Requested: _____

Work sample submitted
(i.e., 10 slides, 1 videotape) _____

PLEASE ATTACH THE ITEMS ON THE CFP CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your checklist with the application

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ DATE _____

CFP 2007	PROJECT BUDGET FORM PROJECT EXPENSES	
Project Costs	Grant Share (A)	Applicant Share (B)
1. Fees		
a. Permit		
b. Design/Architectural		
c. Contractor		
2. Substructure		
a. Floor Construction		
b. Roof Construction		
c. Stair Construction		
3. Exterior Closure		
a. Exterior Walls		
b. Exterior Doors and Windows		
c. Specialties/Other		
4. Interior Construction		
a. Partitions		
b. Interior Walls		
c. Ceilings		
d. Floor Construction		
e. Interior Doors		
f. Specialties/Other		
5. Conveying Systems		
a. Elevators		
b. Other Conveyances		
6. Mechanical		
a. Plumbing		
b. HVAC		
c. Fire Protection		
d. Special Mechanical. Systems		
7. Electrical		
a. Service & Distribution		
b. Lighting and Power		
c. Special Electrical Systems		
8. Equipment		
a. Fixed Equipment		
b. Furnishings		
c. Special Construction		
9. Remaining Expenses		
PROJECT COST		

TOTAL PROJECT COST

<div style="text-align: center;"> CFP 2007 Project Income </div>	<div style="text-align: center;"> PROJECT BUDGET FORM PROJECT INCOME </div>	
	Amount	Check if Secured
1. Revenue		
a. Admissions		<input type="checkbox"/>
b. Contracted Services		<input type="checkbox"/>
c. Donations		<input type="checkbox"/>
d. Other		<input type="checkbox"/>
2. Private Support		
a. Corporate		<input type="checkbox"/>
b. Foundation		<input type="checkbox"/>
c. Other		<input type="checkbox"/>
3. Government Support		
a. Federal		<input type="checkbox"/>
b. Regional		<input type="checkbox"/>
c. Local*		<input type="checkbox"/>
4. In-kind**		<input type="checkbox"/>
5. Applicant Cash		<input type="checkbox"/>
6. Grant Amount Requested		
TOTAL PROJECT INCOME		

Note: Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.

*Do not include amount requested from DCCAH.

**Please be sure to outline in budget narrative. This may not be used to satisfy matching requirement.

Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

VISUAL ARTS AND CRAFTS: Organizations submit 20 slides or digital images in slide show format of different works. Include 8 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.

- **DANCE:** Up to two videotapes of performances.
- **LITERATURE:** 10 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 10 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Organizations submit 10 copies of up to four representational programs or playbills.

See page 14 of the Guide to Grants (available on the Commission website) for additional information on submitting work samples

Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: dcarts@dc.gov

CFP

2007

Application Checklist

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

For detailed instructions, see page 9-15 of the Guide to Grants

THIS IS PAGE TWO OF YOUR APPLICATION PACKET

- | |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Application Form (as pg. 1 of your application packet) <input type="checkbox"/> This Checklist (as pg. 2 of your application packet) <input type="checkbox"/> A self-addressed, stamped mailer if you want your work sample returned. |
| <ul style="list-style-type: none"> <input type="checkbox"/> Narrative of up to two pages including: a) Mission statement of the organization. b) Brief history and description of current programs and activities. c) Examples of the organization's service to the community. d) Targeted audience being served. |
| <ul style="list-style-type: none"> <input type="checkbox"/> Four page description of proposed project detailing: a) Explain established need for the project. b) Describe the planning process that resulted in the identification of this project as meeting the defined need. c) Outline the projected impact completed project will have, both financially and programmatically, on organization's operations. d) Specify project site dimensions and layout. e) Architectural drawings and sketches (if applicable.) |
| <ul style="list-style-type: none"> <input type="checkbox"/> Describe how project will meet the funding priorities as outlined previously in these guidelines. (Request for lighting and/or sound equipment should explain why the requested equipment was chosen and whether it has been used or tested in the facility prior to purchase.) |
| <ul style="list-style-type: none"> <input type="checkbox"/> One page schedule of specific planned activities with detailed and realistic timeline. |
| <ul style="list-style-type: none"> <input type="checkbox"/> Resume(s) of key personnel and/or project consultants involved. No more than two pages per resume. |
| <ul style="list-style-type: none"> <input type="checkbox"/> Project Budget Form (see pages 4-5 of this application). |
| <ul style="list-style-type: none"> <input type="checkbox"/> One page budget narrative explaining line items in project budget. |
| <ul style="list-style-type: none"> <input type="checkbox"/> Copy of signed lease agreement or deed of property. |
| <ul style="list-style-type: none"> <input type="checkbox"/> 2005 financial statement signed by organization's accountant or fiscal officer. If 2005 is not available, submit 2004. |
| <ul style="list-style-type: none"> <input type="checkbox"/> Additional printed support materials not to exceed six items, e.g., letters of support, reviews, programs. |
| <ul style="list-style-type: none"> <input type="checkbox"/> Work Sample Description: A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.) |

ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET

- ☐ Work sample, as defined on page 6 and stamped envelope for return of work sample.
- ☐ Your organization's IRS Letter of Determination and D.C. Tax Exempt Certificate.
- ☐ A self-addressed stamped envelope with proper postage for return of work sample.
- ☐ A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website
- ☐ Optional Survey (see page 9 of the grant application)